USAID

U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

INFORMATION

USAID/General Notice
M/AS/IRD
06/05/2000

SUBJECT: The June 2000 Automated Directives System (ADS) Notice

All written guidance related to Agency-wide operating procedures
is produced and disseminated through the ADS. This includes the
reengineered ADS chapters, currently active portions of the old
Handbooks, Agency policies, contract information bulletins,
Agency Policy notices, and all delegations of authority.

This monthly notice is divided into three sections:

Section I: This section lists the policy notices that are
                    not included on ADS CD 18, but are posted to
                    the ADS web site. Policy notices are posted to
                    the ADS web site 3 to 10 business days after
                    they are issued.

Section II: This section pertains to ADS tips.

Section III: This section describes the ADS and provides
                    instructions for accessing the ADS CD. It is a
                    repeat from the prior month's notice.

                         SECTION I

Policy Notices Since ADS Compact Disk (CD) 18

All Agency personnel have access to USAID/General Policy Notices
and should read and assimilate the new policies. The notices are
distributed each evening from the Notice Sender mailbox to
everyone in USAID/W and to specific mailboxes within the
Missions.

A number of USAID/General Policy Notices have been issued since the release of ADS CD 18.

Please note:

*   ADS CD 18 will be accessible to ALL USAID/W employees via the Local Area Network (LAN). ADS 18 CDs were mailed to the Missions May 18, 2000. If you are in USAID/W and unable to locate ADS CD 18, please contact the IRM Help Desk for assistance.

*   ADS CD 18 material and Policy Notices are also accessible via the ADS web site.

        ADS intranet: < http://inside.usaid.gov/ADS >
        ADS Internet: < http://www.info.usaid.gov/pubs/ads >

Policy Notices not included on ADS CD 18 but posted to the ADS Web site:

NOTICE Name/No.	DATE	SUBJECT
MAY 2000		
0536	05/26/2000	CORRECTION - The Foreign Service Skills Matrix
0535	05/25/2000	Clarification on the USAID Implementation of Use of the Government Travel Card for All Official Travel
0534	05/24/2000	Revision to ADS 463 - Foreign Service Boards
0531	05/22/2000	New 25-Day Maximum Home Leave Policy for Home Leave/Transfer to USAID/W
0523	05/19/2000	ADS Chapter 631, Accrued Expenditures
0521	05/19/2000	Revision to ADS 303, Grants and Cooperative Agreements to Non-Governmental Organizations
0519	05/17/2000	Issuance of Chapter 628, Gifts and

		Donations and Dollar Trust Fund Management
0509	05/08/2000	CORRECTION - Revised ADS 253, Training for Development, and Mandatory Reference, Detailed Guide for Training Results
0507	05/05/2000	CORRECTION - Guidance on Funding Foreign Government Delegations to International Conferences
0504	05/04/2000	Guidance on Funding Foreign Government Delegations to International Conferences

APRIL 2000

0427	04/24/2000	ADS 253: Training for Development Impact
0420	04/13/2000	ADS 545, Automated Information Systems Security
0407	04/06/2000	ADS 552, Classified Automated Information Systems Security

Electronic Copies:

*   Policy notices may also be obtained by sending an e-mail to
        < Notice Mailbox@M.AS.IRD@AIDW >.

*   CIBs issued since ADS CD 18 are found on the M/OP web page:
        < http://www.info.usaid.gov/procurement_bus_opp/procurement/cib >
CIBs issued prior to ADS CD 18 are also available on the M/OP web
page. CIBs may also be obtained from M/OP/POL, (202) 712-0610.

                            SECTION II

Helpful TIPS when using the ADS and ADS CD

Each month we will include ADS content and/or ADS CD helpful
tips. This month's tips pertain to accessing new ADS CD 18
material and the new ADS format.

Q.1   I heard a new ADS CD was issued. Where can I locate the
        new ADS CD?
A.1   ADS CD 18 was mailed to the Missions and AMS officers

within USAID/W on May 18, 2000. The new CD will be loaded
to the USAID/W CD tower.

Q.2   Until the CD is accessible via the tower, where can I find
        new ADS CD 18 material?

A.2   ADS CD 18 material is housed on both the ADS intranet and
        Internet web pages.

Q.3   I have a CD reader on my computer and I'd like a copy of
        ADS CD 18. How do I obtain a copy?

A.3   If you are a USAID employee, please send an e-mail to
        < ADS@M.AS.IRD@AIDW >. If you are a non-USAID employee,
        you may purchase the ADS CD. Please see the ADS home page
        for details < http://www.info.usaid.gov/pubs/ads >.

Q.4   I looked at the new ADS chapter format and did not see the
        Authority section. Where are the authorities?

A.4   The new format includes the chapter's authorities in the
        Mandatory Reference section.

                         Section III

What is the ADS?

The ADS sets forth the Agency's policies and essential
procedures, as well as mandatory and supplementary informational
references. It contains six functional series, interim policy
updates, valid AID Handbook chapters, a resource library, and a
glossary.

The functional series consist of ADS chapters that have been
written in a standardized format. The six functional series are
as follows:

        Series 100 Organization and Executive Management
        Series 200 USAID Program Assistance
        Series 300 Acquisition and Assistance Agreements
        Series 400 Personnel
        Series 500 Management Services
        Series 600 Budget and Finance
Other Sections of the ADS:

*   The Interim Updates are USAID/General Policy notices that are not yet in the standardized format. Over time, the Interim Updates will be incorporated into the appropriate ADS chapter.

*   The AID Handbook Series includes the few Handbook chapters that are still valid, and serves as a cross reference between the Handbooks and ADS chapters in the functional series.

*   The Resource Library contains the Mandatory and Supplementary References. Mandatory References are the Government's regulations and other material that the Agency must follow. Supplementary References provide helpful information pertaining to the Agency's policies and procedures.

*   The Glossary defines terms found in the Functional Series.

Updates: The ADS is updated quarterly via a CD. The latest version of the ADS CD (formerly known as DR-CD) is 18.

How Do I Access the ADS CD?

The ADS in its entirety is located on the ADS CD. If you are in USAID/Washington, please follow the steps listed below. If you are in the field, access may be obtained via a CD-ROM reader.

USAID/W Users:

        Step 1.   Click on the Windows "Start" Button
        Step 2.   Click on "NetApps"
        Step 3.   Click on "CDNET"

Congratulations! You have successfully accessed the CD Tower. The steps from here on are the same as they were when you used Windows 3.1.

        *Step 4. Click on "ADS"
        Step 5. Click on the "Run" button

*If you do not see the ADS CD listed, please click the "Search" button located in the bottom left hand corner of the gray box that appears on your screen. The system will then update your list of CDs.

The gray box will disappear from the screen for a moment and then the ADS CD will appear. If the ADS CD does not appear, please close the CDNET program and repeat steps 1 through 3.

Components of the ADS may also be accessed via the intranet and the Internet. These sites currently do not contain the valid Handbook chapters, but a list of which Handbook chapters are still valid is included on the ADS web site. Additionally, the Internet (unlike the intranet) does not have Interim Updates for Series 100 and 500.

USAID/General Policy Notices are placed on the web sites either as Interim Updates or as a new or revised ADS chapter and/or reference (replacing the old ADS material, if any), within 3 - 10 business days of their issuance. Therefore, the ADS web sites will reflect policy updates sooner than the ADS CD. ADS material may be obtained by accessing:

1.	The ADS intranet home page is found by accessing the USAID intranet Home page, < http://inside.usaid.gov >

(Please note, this is a new web address for the USAID intranet home page.)

Then click once on the word "ADS" This link will take you to the USAID intranet home page < http://inside.usaid.gov/ADS >

2.	The ADS Internet home page is found by accessing the USAID Internet Home page at: < http://www.info.usaid.gov/ >

The reader must then (1) click once on the phrase "Publications/Partner Resources." (2)Next, scroll down to the "ADS: Automated Directives System -- Formerly the USAID handbooks" link. (3)Click once on this link and it will take you to the ADS Internet Home page:

< http://www.info.usaid.gov/pubs/ads >

Policy Notices:

You may also request an electronic copy of a Policy notice by sending an e-mail to < Notice Mailbox@M.AS.IRD@AIDW >.

Questions about the ADS? Please send an e-mail to < ADS@M.AS.IRD@AIDW >.

Point of Contact: Cynthia Staples, M/AS/IRD, (202) 712-0798 or you may send an e-mail to ADS@M.AS.IRD@AIDW.

Notice 0601